

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**HEAVY EQUIPMENT MECHANIC SUPERVISOR**

**JOB DESCRIPTION**

Employees in this job coordinate and direct subordinate heavy equipment mechanics, semi-skilled workers, and trades helpers responsible for the operation, coordination, and quality control of a repair facility. The employee diagnoses difficult repair problems and provides training in skills such as hydraulics, diesel engines, welding, and fabrication of parts and tools.

There is one classification in this job.

**Position Code Title – Heavy Equipment Mechanic Supervisor-2**

**Heavy Equipment Mechanic Supervisor 12**

The employee functions as a first-line supervisor with responsibility for directing employees in a work area or acts as assistant in a large departmental garage.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

As a facility manager is responsible for the operation, coordination, and quality control of a repair facility.

Ensure proper right-to-know and other OSHA regulations are followed for the safety of all employees.

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Oversees the overhauling and rebuilding of trucks, tractors, pumps, cranes, and other standard or specialized gasoline, diesel, and manually operated fire fighting machinery and equipment.

Purchases and/or requisitions motor vehicles and equipment as well as tools, parts, materials, and supplies used in heavy equipment repair and maintenance.

Oversees the receipt and checking of new vehicles and equipment for compliance to specifications.

Coordinates the assignment and return of Federal surplus equipment to local fire departments for use in the rural fire program.

Supervises such office work as stores, payroll, personnel, and accounts.

Diagnoses difficult problems and recommends repairs.

Inspects, tests, and adjusts equipment.

Contacts dealers on heavy equipment warranties.

Supervises and participates in the fabrication and construction of specialized tools and equipment.

Prepares cost and material estimates.

Serves as a district equipment inspector.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Considerable knowledge of the organization and operations of the work area.

Considerable knowledge of the instructions, guidelines, practices, procedures, and terminology of the work area.

Considerable knowledge of the application of instructions and guidelines to specific problems.

Considerable knowledge of the supervisory techniques.

Considerable knowledge of correct English usage, spelling, and punctuation.

Considerable knowledge of personnel needs to meet staffing and training requirements.

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Considerable knowledge of the standard practices, materials, tools, and equipment used in the repair and fabrication of heavy equipment.

Considerable knowledge of body and frame construction.

Considerable knowledge of employee policies and procedures.

Considerable knowledge of labor relations and applicable union contracts.

Considerable knowledge of office procedures.

Considerable knowledge of equal employment opportunities and affirmative action practices relative to personnel actions.

Ability to read diagrams, schematics, blueprints, and reference manuals.

Ability to monitor and evaluate problems and organizational performance in order to assess efficiency and effectiveness.

Ability to instruct and supervise the disassembly and assembly of engines and parts.

Ability to communicate effectively with others, both verbally and in writing.

### **Working Conditions**

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require an employee to be exposed to hazardous work environments.

### **Physical Requirements**

The job duties require an employee to move heavy objects.

The job duties require an employee to traverse rough terrain.

### **Education**

Possession of a high school diploma or a GED Certificate.

### **Experience**

One year of experience equivalent to a Heavy Equipment Mechanic 11.

OR

Two years of experience equivalent to a Heavy Equipment Mechanic E10.

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### **Special Requirements, Licenses, and Certifications**

All positions require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

#### **Job Code**

HYETMHSPV

#### **Job Code Description**

Heavy Equipment Mechanic Supervisor

#### **Position Title**

Heavy Equipment Mechanic Supervisor -2

#### **Position Code**

HETMHSP2

#### **Pay Schedule**

NERE-072

ECP Group 3  
8/20/2000, 02/12/01, 04/04/02  
VLWT, DS